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From: Nassif, Julianne (DPH)
Sent: Thursday, February 02, 2012 10:11 AM
To: Fuller-Jones, Sydney (DPH)
Subject: RE: Room Reservations For Drug Lab Meetings

I would like them scheduled the last week of the month.

From: Fuller-Jones, Sydney (DPH)
Sent: Thursday, February 02, 2012 8:06 AM
To: Nassif, Julianne (DPH)
Subject: FW: Room Reservations For Drug Lab Meetings

Good Morning Julie,

The meetings for the Drug Lab have been confirmed on the Visual Time Scheduler. I see that Peter Piro is asking for the meetings to be held on the second Thursday of the month. Please advise.

Thank you,

Sydney

From: Mann, Jennifer (DPH)
Sent: Wednesday, February 01, 2012 3:14 PM
To: Fuller-Jones, Sydney (DPH)
Subject: RE: Room Reservations For Drug Lab Meetings

Hi Sydney,

I put the five meetings listed below on the schedule in Visual time.

Jennifer

Jennifer Yeaple Mann, MSLIS
Librarian
Massachusetts Department of Public Health
William A. Hinton
State Laboratory Institute Medical Library
305 South Street, Room 124
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(617) 983-6290 (p)
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jennifer.mann@state.ma.us

From: Fuller-Jones, Sydney (DPH)
Sent: Wednesday, February 01, 2012 1:28 PM
To: Mann, Jennifer (DPH)
Subject: Room Reservations For Drug Lab Meetings

Hello Jennifer,

Hope all is well.

I am writing to request room reservations for Room 123, for the following Wednesdays:

February 29th, 11am – 12pm

March 28th, 11am – 12pm

April 25th, 11am – 12pm

May 30th, 11am – 12pm

June 27th, 11am -12pm

Please let me know when and if these are confirmed.

Thank you,

Sydney